



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: January 12, 2009

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

*The **PREVIEW** notation below indicates that the revised/new policy will be placed in the **PREVIEW** folder on the "Policies and Procedures" web page for a maximum of thirty (30) days (or less) prior to their effective date. Policies that are placed on **PREVIEW** are usually those that contain **MAJOR** revisions or revisions that require immediate attention. This 30-day **PREVIEW** period is designated for policy review, interpretation and/or training. After the 30-day **PREVIEW** period ends, policies and procedures will be moved to their respective Policy Chapter. Policy revisions that are **MINOR** will not be placed on **PREVIEW** but placed directly in the policy chapter and an effective date assigned accordingly.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly from this list, go to the policies or forms web pages to access documents.

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	1.18	Uniformed Employees Grooming Requirements and Provisions for Uniforms	1	01/15/09	CS-0600, Acknowledgement of Payroll Deduction Authorization for Reimbursement of Assigned State Property CS-0602, Uniform Replacement Request

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing or "word-smithing" and does not impact current practice or process).
- If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
Summary of Revisions for 1.18		Supersedes: 1.18 05/20/08: Section A, 6 revised to require <u>all</u> uniformed employees to wear photo identification badge. Policy on Preview . Major review required.			
2.	11.2	Role of the Court Liaison Specialist in Non Custodial and Custodial Assessment	11		
Policy Deleted					
3.	27.9	<u>Fixed Post Assignments</u>	27	01/15/09	<u>CS-0242, Youth Development Center Shift Roster</u> <u>CS-0791 Vacation Bidding Request</u>
Summary of Revisions for 27.19		Supersedes 27.19, 11/01/07: Section E, 3 "...and will be the only application of seniority... deleted from sentence. Statement directly conflicts with statement in Section E, item #5. Forms CS-0243 and CS-0242 have been combined into one form (CS-0242) to document daily for each shift at all YDC's all scheduled assignments, all actual assignments, all overtime and all absences on one form rather than using 2 forms to document information. Form CS-0243 will be deleted. "Youth Development Center" added to form title to indicate it is used only by YDC's since instructions will not be added. Policy on Preview . Major policy review required.			

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing or "word-smithing" and does not impact current practice or process).
- If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.